

FORM MUST BE COMPLETELY FILLED OUT. EACH SEPARATE PROPERTY REQUIRES A SEPARATE APPLICATION.

APPLICANT INFORMATION:

Name	
Company (if applicable)	
Phone	
E-Mail	
Mailing Address, City, State, Zip	

PROPERTY INFORMATION:

Subject Property Address/Location: _____

Property ID#: _____

(Property ID# can be found at esearch.starrcad.org)

Legal Description: _____

Existing Use: _____ Proposed Use: _____

PERSON TO WHOM LETTER SHOULD BE ADDRESSED:

Name: _____

Address: _____

NOTE: we will send a .PDF file of the signed Zoning Verification Letter via E-mail. In addition, do you also request the signed letter be mailed to you? (Postage fees will apply). ☐ Yes ☐ No

PERSON TO WHOM LETTER SHOULD BE SENT:

Name: _____

E-Mail Address: _____

Mailing Address (If letter is to be mailed): _____

FEES PER LETTER (PAYABLE TO THE CITY OF ROMA VIA CHECK, CREDIT CARD, & CASH):

☐ \$50.00 – Standard (can take up to ten (10) business days)

NOTE: A Zoning Verification Letter will only verify the current zoning of a property and may also indicate if a specified use is allowed in the applicable zoning district.

AUTHORIZATION:

I hereby certify that the information on this application is complete and accurate. I understand the fees and the process for this application. **Submittal of this Application shall constitute acknowledgement and authorization to process this request.**

Applicant Signature: _____ Print Name: _____ Date (MM/DD/YYYY): _____

OFFICE USE ONLY

Date Application Received: _____ Due Date: _____ Application Fee: _____